



CITY OF ATLANTA

SUITE 1900

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ATLANTA, GA 30303

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Kasim Reed
Mayor

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

December 10, 2014

Dear Potential Proponents:

Re: FC-7725, Development of Standard Operating Procedures and Training

Attached is one (1) copy of **Addendum No. 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Lloyd A. Richardson, Contracting Officer, at (404) 864-8504, or by email at larichardson@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS/lar

cc: Ms. Angela Patrick

ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Request for Proposals and modifies the original solicitation package as noted below and is issued to incorporate the following:

1. The Question and Answer Period has been extended to **Monday, December 15, 2014 at 2:00 P.M. EST.**
2. **Site Visit/Tour**
The Department of Planning and Community Development, Office of Building ("OOB") will provide a site visit/tour on **Friday, December 12, 2014 at 10:00 A.M. EST.** Attendees are required to meet in the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303.
3. **Revisions of Exhibit A; Scope of Services**
Exhibit A, Scope of Services, Contract Term is revised to read: One (1) year with one (1) option to renew for an additional one (1) year period.
4. **Questions and Answers**
Total of one (1) question attached hereto as Attachment No. 1.

Addendum No. 1 for FC-7725, Development of Standard Operating Procedures and Training is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

The Proposal due date HAS NOT been modified and Proposals are due on Monday, December 22, 2014 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

**** All other pertinent information is to remain unchanged****

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Acknowledgment of Addendum No. 1

Proponents must sign below and return this form with your proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303, as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **Addendum No. 1, FC-7725, Development of Standard Operating Procedures and Training** on this the _____ day of _____, 201__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Attachment No. 1

Questions and Answers

FC-7725, Development of Standard Operating Procedures and Training

Question 1: In the pre-proposal conference, it was stated that financials for this project can be non-audited. Could you please confirm this?

Answer: Yes, unaudited financials are acceptable per Required Submittal Form 3, Proponent Financial Disclosure, item C.